

# CITY OF LODI

## COUNCIL COMMUNICATION

AGENDA TITLE: Specifications and Advertisement for Bids for a Transformer Turns Ratio Test (\$9200)

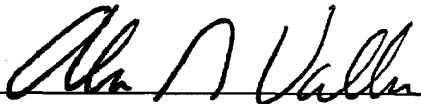
MEETING DATE: May 20, 1998

SUBMITTED BY: Electric Utility Director

**RECOMMENDED ACTION:** That the City Council approve the attached specifications and authorize the advertisement for bids for one Transformer Turns Ratio Test Set.

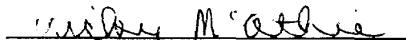
**BACKGROUND:** The Electric Utility Department's Electric Substation and Systems Division has requested that a Transformer Turns Ratio Test Set (T.T.R.) be purchased. Due to the daily use and age (over 10 years) of the existing TTR, it has become unreliable as a precision instrument. The TTR is used to check the number of high voltage windings to low voltage windings in a transformer (ratio). The TTR is a crucial part of both power and distribution transformer maintenance. This test instrument was dropped from the 1997-98 fiscal year budget request for funding level purposes. It was intended that if higher priority expenditures were not made, the TTR would be funded from those sources. Due to poor weather conditions this year, several substation maintenance items have not been funded. They will be done in the 1998 or the 1999 budget year. No funds will be carried over, and all deferred work will be performed under the funding authority in the given fiscal year. Due to the importance of having a functioning TTR, funding is recommended from the Substation Maintenance Account. Bid opening is scheduled for June 11, 1998.

**FUNDING:** Substation Maintenance Account - 160652.7719  
Approximate cost: \$9,200



Alan N. Vallow  
Electric Utility Director

**FUNDING APPROVAL:**



Vicky McAthie, Finance Director

Prepared by: Dale Edens, Technical Services Manager

ANV/DE/pn

c: City Attorney  
Purchasing Officer

Approved

  
H. Dixon Flynn  
City Manager



Specifications  
**TRANSFORMER TURNS RATIO  
TEST SET**

April 1998

**CITY OF LODI**  
**ELECTRIC UTILITY DEPARTMENT**

**BOOK # \_\_\_\_\_**

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## NOTICE INVITING BIDS

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### CITY OF LODI, CALIFORNIA

The City of Lodi hereby invites sealed proposals for furnishing and delivering **ONE (1) Transformer Turns Ratio Test Set** in accordance with this notice and specifications on file and available from the City of Lodi, Electric Utility Department, Municipal Service Center, 1331 South Ham Lane, Lodi, California, 95242-3995, (209) 333-6762. No bid will be considered unless it is submitted on the proposal form provided by the City of Lodi.

Sealed proposals shall be delivered to the Purchasing Officer, Lodi City Hall Annex, 212 West Pine Street, P.O. Box 3006, Lodi California, 95241-1910, at or before:

**JUNE 11, 1998    11:00 A.M.**

and will be publicly opened and read at that time in the Lodi City Hall Public Works Conference Room, 221 West Pine Street, Lodi, California.

The City of Lodi reserves the right to reject any or all bids, to waive any informality in any bid, to accept other than the lowest bid, or not to award the bid.

Reference is hereby made to said specifications for further details, which specifications and this notice shall be considered part of any contract made pursuant thereto.

CITY OF LODI

Joel E. Harris

Purchasing Officer

## INFORMATION TO BIDDERS

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### I. BID OPENING

1. The Purchasing Officer will receive sealed bids at City Hall Annex, 212 West Pine Street, Lodi, California 95240 (P.O. Box 3006, Lodi, California 95241-1910) until the time for opening bids as noted in the "Notice Inviting bids". Bidders or their authorized representatives are invited to be present.
2. The proposal shall be submitted as directed in the "Notice Inviting Bids" under sealed Cover plainly marked as a proposal and identifying the equipment to which the proposal relates and the date of the bid opening therefor. Proposals, which are not properly marked, may be disregarded. Only proposals actually received by the Purchasing Officer by the time set for the bid opening will be accepted.

### II. PROPOSAL FORM

1. Prospective bidders are furnished with one proposal form included with the specifications.
2. An authorized representative of the company must sign the proposal with the full name and address of the bidder.
3. The City of Lodi (Purchaser) reserves the right to accept other than the lowest bid, or to reject any or all bids.

### III. LIQUIDATED DAMAGES

In the event the successful bidder fails to deliver said equipment on the date promised, the City of Lodi shall levy a charge for liquidated damages of **\$20 per Transformer Turns Ratio Test Set** for each working day after promised delivered date that actual delivery is late. Liquidated damages shall be deducted from invoice amount at the time final payment is made.

### IV. BIDDERS RESPONSIBILITY FOR SUBCONTRACTORS

Bidder shall be fully responsible for all work of subcontractors, and shall be liable for any failure or omissions to comply with the specifications for this equipment.

### V. REJECTION OF PROPOSALS

Bids may be rejected if they show any alteration of proposal form, additions not called for, or alternative bids not properly documented. Bids proposing equipment or materials with which the City has no prior in-service experience may be rejected. Erasures or irregularities of any kind may also be cause for rejection.

### VI. AWARD OF BID

The award of the bid, if it be awarded, will be to the lowest responsible bidder whose bid proposal complies with all the requirements herein described.

## **INFORMATION TO BIDDERS**

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Where alternative bids are received, the City Council reserves the right to select the bid most advantageous to the City. The award, if made, will be made within sixty days after the opening of the bids.

### **VII. DELIVERY**

Delivery time will be part of the bid evaluation, and delivery lead-time(s) shall be clearly indicated on the proposal.

### **VIII. PRICES**

All quoted prices shall be current\* and firm for at least forty-five (45) days after date of bid opening. Prices to be F.O.B., Lodi, California.

### **IX. SALES AND USE TAXES**

All quotations submitted shall include California State sales or use taxes.

### **X. PAYMENTS**

1. Invoices shall indicate sales tax or use taxes as separate items apart from the cost F.O.B. point of delivery. Purchaser's specifications and order number shall appear on all invoices. All invoices shall be rendered in duplicate.
2. Full payment by the City of Lodi shall not release supplier of his responsibility to fully carry out his bid obligations nor be construed by supplier as acceptance of the work hereunder by the City of Lodi.

### **XI. GUARANTEES**

In addition to any or all guarantees mentioned elsewhere herein, the supplier shall repair and/or replace, entirely at his own expense any parts or part that may develop defects due to faulty material, workmanship or design, within a period of one year after the equipment has been accepted by the City.

### **XII. PURCHASES**

This transaction will be covered by City of Lodi purchase order and all terms included in Information to Bidders, Proposal and Detailed Specifications will be binding.

### **XIII. DOCUMENTATION**

Bidders shall submit, with their bid, complete performance specifications, including dimensions and ratings of the equipment they propose to furnish. Manufacturer's warranty policy must also be submitted with bid. Failure to supply adequate information may be cause for rejection of bid.

## BIDDER'S PROPOSAL

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### CITY OF LODI, CALIFORNIA

Date: \_\_\_\_\_

To: **The Lodi City Council  
C/O Purchasing Officer**

**(If delivered by FedEx, UPS, or Courier):  
212 West Pine Street  
Lodi, CA 95240**

**(If delivered by mail):  
P.O. Box 3006  
Lodi, CA 95241-1910**

From: \_\_\_\_\_  
(Name of Bidder)

Address of Bidder: \_\_\_\_\_  
(Address of Bidder)

The undersigned, as bidder, declares to have carefully examined the Notice Inviting Bids, Information to Bidders, and Specifications filed for furnishing and delivering this equipment, and agrees to be fully informed regarding all of the conditions affecting the equipment to be furnished for the completion of the order, and further agrees that the information was secured by personal investigation and research and not from any estimate of a City employee, and that no claim will be made against the City by reason of estimates, tests or representations of any officer or agent of the City, and proposes and agrees if the proposal be accepted, to furnish the City of Lodi the necessary equipment specified in the bid in the manner and time therein set forth. It has been noted the City of Lodi reserves the right to accept all or part of this bid, to reject any or all bids, or to accept other than the lowest bid.

Equipment listed below is to be accordance with the City of Lodi specifications attached hereto. The bidder will submit a detailed list of any and all exceptions taken to these specifications. In the absence of such a list, it will be understood that the bidder's proposal is based on strict conformance to the specifications in all respects. All exceptions taken will be evaluated, and the City of Lodi will make a determination as to acceptability of the exception before the award is made.

If awarded the bid, the undersigned agrees to furnish and deliver the equipment described in the specifications, and to take in full payment therefor the following unit and total prices, to-wit:

## BIDDER'S PROPOSAL

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QUANTITY      DESCRIPTION

1      Transformer Turns Ratio Test Set

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*(Unit Price Written in Words)*

\$ \_\_\_\_\_

TAXES

\$ \_\_\_\_\_

TOTAL

\$ \_\_\_\_\_

\_\_\_\_\_

### 1. GENERAL

1.1      Delivery is \_\_\_\_\_ Weeks.

1.2      Manufacturer \_\_\_\_\_

1.3      Period of Full Warranty

- TIME \_\_\_\_\_ Months \_\_\_\_\_

1.4      Additional Warranties

- Cost \$ \_\_\_\_\_

- Term of Additional Warranty \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

## BIDDER'S PROPOSAL

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It is understood and agreed that if this Proposal is accepted, the price quoted above is inclusive of sales or use tax, or similar tax now imposed by Federal, State or other governmental agency upon the material specified.

The undersigned submits with this Proposal complete manufacturer's specifications covering all material bid. Failure to provide adequate information may cause rejection of bid.

In any case where discrepancy in extensions may occur, the Bidder agrees that the unit price shall be taken as the correct figure.

The undersigned has checked carefully all the above figures and understands that the City and its officers and employees will not be responsible for any errors or omissions on the part of the undersigned in making up this bid.

The undersigned, as bidder, hereby declares that the only persons or firms interested in the proposal as principal or principals is or are named herein and that no other persons or firms than herein mentioned have any interest in this proposal, that his proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith, without collusion or fraud.

This bid may be withdrawn by the written request of an authorized representative of the bidding company at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

The undersigned hereby designates as his office to which such notice of acceptance may be mailed, telegraphed or delivered:

### SIGNATURE OF BIDDER

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By

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Title

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Address

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Dated

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The full names and residences of persons and firms interested in the foregoing bid, as principals, are as follows:

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## **SPECIFICATIONS**

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### **4.1 GENERAL**

- A. It is the intent of these specifications to describe a portable automatic 3-phase Transformer Turns Ratio (T.T.R.) tester and associated equipment of the best design and construction for the use for which it was intended. Consequently it shall be the City's desire to award the contract to the bidder who has demonstrated high quality by having a number of this type of T.T.R. in use over a period of years.
- B. The T.T.R. shall consist of all equipment necessary to perform all normal transformer single and three phase winding ratio tests.

### **4.2 SPECIFIC REQUIREMENTS**

- A. The T.T.R. shall be of the manufactures latest microprocessor based design and meet or exceed the following requirements:
  - 1. The computer interface shall be RS-232C and communicate at a minimum of 19200 baud.
  - 2. Software shall be Windows 95 compatible.
  - 3. The T.T.R. shall be of portable one-piece design and shall not exceed 25 pounds.
  - 4. The T.T.R. shall be fully automatic after data is entered and the test is commenced.
  - 5. No calibration shall be required.
  - 6. A printer shall be an integral part of the T.T.R. test set and shall print test results on 4-1/2 inch thermal paper.
  - 7. The T.T.R. display shall be of the LCD type with a minimum display area of 20 characters wide by 4 lines high and viewable in the direct sunlight.
  - 8. Input voltage to the T.T.R. shall be 120 volts A.C.
  - 9. Accuracy shall be a minimum plus minus one percent through all ranges.
  - 10. Ratio measurement ranges shall be minimum 1,000 to 2000,00.
  - 11. Phase angle measurement shall be 0 degrees to 360 degrees.
  - 12. A minimum of one complete transformer test shall be stored in the microprocessor for downloading in a P.C. The test parameters shall include nameplate, voltage, winding turns ratio, excitation current and winding phase angle.
  - 13. One set of test leads and extension test leads for three test leads shall be included in this bid. The minimum length of each set of test leads shall be 15 feet.

## SPECIFICATIONS

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### ACCESSORIES

- A. A test lead-carrying bag with capacity to carry all test leads.
- B. A metal carrying case designed for the purpose of carrying the T.T.R.
- C. Applicable software and software license.